



# SECONDARY EMPLOYMENT FOR CIVILIAN EMPLOYEES

## Directive 4 - 113

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### I. PURPOSE

The purpose of this Directive is to establish written policy governing secondary employment for civilian employees.

### II. POLICY

It is the policy and intention of the Department of General Services Maryland Capitol Police (DGS-MCP) to permit secondary employment whenever it neither interferes with the effectiveness of an employee's regular, full-time employment, nor tends to compromise the employee or the Department. However, outside employment must not become full-time additional employment, and employees who are directed to work overtime or work on their days off will do so regardless of approved secondary employment.

### III. DEFINITION

A. For the purpose of this Directive, civilian employee(s) refers to:

1. Security Officers
2. Police Communications Operators
3. Civilian Administrative /Clerical Staff
4. Members of the Security Card Processing Center

### IV. PROCEDURES

- A. Civilian employees, who are employed in any capacity in any other business Trade, occupation, or profession, while employed by DGS-MCP, will notify the Chief of Police, in writing, through the chain of command via Form 168.
- B. An employee that is on sick, injury, administrative, or any type of restricted leave must obtain special permission from the Chief of Police prior to working secondary employment.
- C. Employees must re-apply for permission to work any and all secondary employment; annually.
- D. When an employee terminates his off-duty secondary employment, he will immediately notify the Chief of Police, in writing, via the chain of command.

- E. Employees will not accept secondary employment when a conflict of interest appears to exist between the Department and the secondary employer. If such a situation should arise, the employee will immediately notify the Chief of Police via chain of command.
- F. Employees will not engage in any secondary employment that might bring disfavor, disrespect, or discredit to either the employee or the Department.